

Governor's Workforce Investment Board Executive Committee

**Conference Call
December 18, 2006**

MINUTES

Committee Members Present: Mike Grove, Keith Kelly, and Arlene Parisot.

Committee Members Present via Phone: Dan Miles, Chair; Marty Copps, Vice-Chair; Dave Crum; Lane Larson; Robbe Lindsay; and Mike O'Neill.

Committee Members Absent: Evan Barrett, and Georgia Gibbs-Atkinson.

Staff: Leisa Smith; Chris Wilhelm; and Danielle Nettleton.

Guests: Jay Reardon, Kathy Yankoff, Gary Wright, Suzanne Ferguson, Connie Kinsey, Todd Younkin, Pam Watson, John Beaudry, Karen Sullivan, Mona Amundson, Jody King, Mike Shoquist, Marilyn Becker, Linda Craft, Debbie Krantz, Pat Hulla, Patti Furniss, and James Hamilton.

Welcome and Introductions

Chairman Dan Miles called the meeting to order at 2:33 p.m., reminding members to say their name before speaking for the accuracy of the records. Chris Wilhelm conducted roll call and reviewed the documents in members' packets. Chairman Miles requested consensus to use the relaxed version of *Robert's Rules of Order* and received it.

Approve Agenda

The Executive Committee reviewed the agenda. Chairman Miles requested consensus to approve the agenda as presented and received it.

Approval of Minutes

The Executive Committee members reviewed the minutes of the September 21, 2006 meeting. Annette Miller submitted a correction to the minutes. The Progress Report due date was September 30, 2006, and the Certification due date was October 2, 2006. Todd Younkin requested striking the text:

"Mr. Younkin also brought members' attention to the section changing language from providing services to SWIB, to partnering in consultation with SWIB. Chairman Miles asked whether this alters the way in which R & A interacts with SWIB. Mr. Younkin replied although the ETA is granting 13% less funding this year, SWIB will not see a significant change in how R & A meets the Board's requests, most of which have not taken R & A much time to pull together."

Mr. Younkin requested the stricken text be replaced with the following:

"Mr. Younkin also brought members' attention to the section in the grant application instructions changing language from providing services to SWIB, to partnering in consultation with SWIB. Chairman Miles asked whether this alters the way in which R & A interacts with SWIB. Mr. Younkin replied although the ETA is granting 13% less funding this

year, SWIB will hopefully not see a significant change in how R & A meets the Board's requests, most of which have not taken R & A much time to pull together."

Keith Kelly moved to accept the minutes as amended. Arlene Parisot seconded the motion, which carried unanimously.

Youth Program Sixth Barrier Definition

John Beaudry reported on the Youth Program Sixth Barrier Definition. In 2000, the SWIB defined the sixth youth eligibility criterion (barrier) recommended by the State Youth Committee. The SWIB recommended that the local boards use the definition with the option of adjusting it to fit local needs, which they did. Although the State's Two-Year Strategic Plan has both definitions, Montana's move to a single state-wide planning area eliminated the need for two separate definitions of the sixth youth criterion. The WIA Unit combined the State Youth Committee and local workforce boards' definitions into one for the State WIA Policy Manual. The definition is as follows:

*An individual (including a youth with a disability) who has no vocational/employment goal **and** has below average grades **or** has a poor work history (to include no work history) **or** has been fired from a job in the last six calendar months.*

The Youth Council took action on September 20, 2006 to recommend accepting the revised Sixth Barrier Definition as presented by Ms. Kinsey. Mike Grove moved to accept the revised Sixth Barrier Definition as presented and Marty Copps seconded the motion, which carried unanimously.

Request for Proposal

Pam Watson gave an overview of the RFP process, stating the RFPs were scheduled to be let in early January. All current providers and individuals on the SWIB Interested Persons list will be notified. An offerors' conference will be held. A Selection Team will be brought together to review the submitted RFP's for each of the three WIA programs. WIA staff will not be part of the selection team. However, WIA staff will ensure proper orientation and training be provided for the Selection Team Members. The Selection Team's recommendations will be presented to the SWIB for additional discussion and final approval.

Ms. Watson shared RFP Criteria and Evaluation Documents prepared for the Youth Council and Workforce System Committee. The documents outlined required criteria with evaluation / scoring, as well as optional criteria, informational attachments, and process elements with their evaluation / scoring. Ms. Watson explained the process used to develop the documents, and how they differed from one another.

WIA staff assigned points to individual components of the RFP based on discussion of members and the public. While assigning points to individual components, staff identified the total points per criteria did not reflect committee's wishes on both the Adult and Dislocated Worker RFPs. Staff re-evaluated the scoring and recommended changes that provided the greatest measure of service delivery ability and track record of program and fiscal compliance. The recommended changes were explained to the committee members.

Workforce System Committee

Robbe Lindsay stated the Workforce System Committee met October 27th in Helena at the Adult Learning Center (part of the Capital Area Workforce System One-Stop campus) to discuss criteria for the WIA Adult and Dislocated Worker RFPs. The Committee took action and approved the RFP criteria and scoring after much discussion and valuable input by members and the public.

Adult Program

Mr. Lindsay moved to approve the Adult Program criteria document as amended by modifying the scoring. Mr. Kelly seconded the motion, which carried unanimously.

Dislocated Worker Program

Arlene Parisot moved to approve the Dislocated Worker Program criteria document as amended by modifying the scoring. Mr. Grove seconded the motion, which carried unanimously.

Youth Council

John Beaudry reported the Youth Council met in Billings on October 20, 2006 to discuss criteria for the WIA Youth RFP. This was an all-day meeting, followed by the grand opening and a tour of the Central Montana JobLINC One-Stop Center. Lt. Govern Bohlinger presented opening comments at the grand opening. The Council took action and approved the RFP criteria and scoring as amended.

Ms. Watson stated the Workforce System Committee added an additional optional criterion that addressed innovation, and demand driven or alternative methods of service delivery. She said committee members this would be a good criterion to add to the Youth Program RFP. Conversation ensued regarding the benefits of adding this criterion. Committee members were advised optional criteria are not necessary to meet the letter of the law, but the committee may elect to add the criterion as required.

Youth Program

Mr. Grove moved to approve the Youth Program criteria document as amended by adding the additional criterion. Dave Crum seconded the motion, which carried unanimously.

One-Stop Recommendations

Marty Copps reported the One-Stop Development Committee had met earlier in the day to review the Bitterroot Workforce System One-Stop Plan, the Mission Valley One-Stop Workforce System Plan, and the Northeast Montana Workforce System. Staff is focusing on helping finalize remaining plans, and coordinating site reviews during the upcoming months. Additional conference calls will be scheduled as needed to approve one-stop plans. A formal presentation of the certified One-Stops will occur at the next SWIB meeting.

Action items:

The following items are submitted by the One-Stop Committee to the Executive Committee for approval:

Bitterroot Workforce System

Ms. Copps moved to approval of the Bitterroot Workforce System pending acquisition of final signatures and successful site review. Mr. Kelly seconded the motion, which carried unanimously.

Mission Valley One-Stop Workforce System

Ms. Copps moved to approval of the Mission Valley One-Stop Workforce System pending acquisition of final signatures and successful site review. Mr. Kelly seconded the motion, which carried unanimously.

Northeast Montana Workforce System

Ms. Copps moved to approval of the Northeast Montana Workforce System pending acquisition of final signatures and successful site review. Mr. Kelly seconded the motion, which carried unanimously.

Health Care Task Force Report

Karen Sullivan spoke about the Health Care Task Force activities and their final report. She expressed her appreciation to the Health Care Task Force and SWIB Staff for their efforts in compiling the report. In April of 2006 a health care staffing survey and an economic impact study were presented to the Economic Development Committee. The studies were conducted by the MHA an Association of Montana Health Care Providers (MHA) and the Department of Labor and Industry's Research and Analysis Bureau (R&A).

Although there were many discrepancies in the data, the Task Force was able to make some determinations. Research indicates Montana is experiencing health care workforce shortages. Population is projected to grow by 11.2% by 2025; however, the labor force is projected to grow only by 4.8% over the same period. Montana's 65 and older population is projected to increase by 64% by 2020. The indicated growth factors have a direct impact on the economy in the form of increased health care costs, increased need for health care jobs, and increased burden to the health care system. Health care is a key economic driver in many of Montana's communities.

The Health Care Task Force was formed and met for the first time in June. They were charged to:

1. Identify health care workforce shortages and the regions in which they exist.
2. Identify any causes of the shortages.
3. Offer suggestions to address the shortages.

Due to the numerous health care occupations, it was necessary to narrow the scope to a select few occupations in order to have more impact. The location quotient table prepared by R&A compares the ratio of people per health care worker in a smaller area to the ratio of people per health care worker in a larger area, which indicates whether Montana is oversupplied or undersupplied in a given occupation when compared to the nation. Half of the health care occupations included in the location quotient research indicated that Montana had fewer health care workers per populations than nationally. Additional occupations the Task Force chose to focus on were those in Emergency Medical Services (EMS), Behavioral Health, Public Health, Correction System Workers, and Tribal Health.

Four main causes were identified: 1) Montana is aging, 2) Montana is a large rural state resulting in distance and transportation issues, 3) Wage and benefit constraints, and 4) Education is often inaccessible with significant costs.

The Task Force suggestions or recommendations revolved around five primary areas:

Marketing and Outreach

- Education, Training, and Apprenticeships
- Support of other local efforts
- Data Collection
- Technology
- Continued coordination with other entities

Note: details can be found in the report.

Ms. Smith stated the report is significant for the edification of the SWIB and as a tool for board and committee future planning. The report will be forwarded to the Governor's office, and then posted to the web where it can be accessed by SWIB members and the general public Chairman Miles expressed his appreciation.

Next Meeting

Committee members were advised a One-Stop Committee conference call would be scheduled some time January 16 – 19, 2007. The Executive Committee will need to meet shortly thereafter to take action on any one-stops that are recommended for approval.

Adjournment

With no further business, Chairman Miles adjourned the meeting at 4:51 p.m.

Dan Miles, Chairman

Date